

10 December 1980

NIC NOTICE

SUBJECT: New Positions and Procedures for the NIC Analytic Group

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With some months of AG experience behind us and the prospect of more officers joining the AG in coming weeks, it is now clear that some revised procedures can further strengthen the AG's contribution. The foremost needs these new procedures address are (1) the establishing of on-the-spot management authority in suite 2E49, the AG's quarters; and (2) the encouraging of greater AG participation in the planning and production of NIE, IIMs, and NIC Memos.

I accordingly establish the positions of AG Principal Analyst and AG Planning Officer, effective 10 December 1980. Their responsibilities are as follows.

1. The AG's Principal Analyst. In concert with the C/NIC and AC/NIC, this officer will:

- a. Direct the efforts of the AG secretaries and PAs, and prepare their PARs.
- b. Speak for and represent the AG, where appropriate.
- c. In concert with the AC/NIC, establish and maintain informal procedures for regularizing AG processes and conduct.
- d. Expeditiously review AG substantive drafts (a high-class once-over lightly -- for clarity and integrity of product) and pass these drafts on -- with his comment, if any -- to AC/NIC.
- e. Establish procedures for the AG which will insure that review, editing, language, format, procedures, etc., are all completely up to snuff for papers going out of the AG.
- f. Consult with AC/NIC about AG drafting assignments.
- g. Consult with AC/NIC about the performance of the AG members, and advise re their PARs.

- h. Establish procedures to insure that proper security measures are followed in AG.
- i. Continue meanwhile to devote most of his time to being a senior substantive officer, drafting both formal papers and his own estimative memos.

2. The AG's Planning Officer. In concert with the C/NIC, AC/NIC, and the AG's Principal Analyst, the Planning Officer will:

- a. Stimulate the undertaking of creative NIC Memos by the members of the AG, and the recommending -- by the members of the AG -- of NIE/IIMs which break new ground in their contribution to our consumers.
- b. Continue meanwhile to devote most of his time to being a senior substantive officer, drafting both formal papers and his own estimative memos.
- c. Act for the AG's Principal Analyst in the latter's absence.

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Richard Lehman
Chairman, National
Intelligence Council

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